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Report for Week Ending 4 January 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

Pending receipt of reports inventories from the Offices of Security and the Comptroller, work has gone forward on the administrative aspects of the program. The revision of the manual "Operating an Area Reports Management Program" was completed. With the distribution of this manual, Reports Management Officers will have all the guides needed to carry out their programs. Replies are being received on the proposed DD/S Notice on reports management. Exception is being taken only to the proposal that one-time reports be covered by the program. Project is 25% complete.

Project 6-13 - Dispatch Format and Procedure

No change pending receipt of comments from the EXO/DD/P. Project is 30% complete.

General Information 25X1A9a

- a. Was requested by Mrs. [REDACTED] OTR, to lecture on correspondence management 13 January at the OTR Administrative Procedures course.
- b. Provided [REDACTED] with editorial service for the "Incentive Awards Bulletin."

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